



ESTATE PLANNING WORKSHEET



INSTRUCTIONS

1. Please complete the attached questionnaires to the best of your ability prior to your appointment with a legal assistance attorney from the Client Legal Services Division, located in of building 4106 (the ACS Building), South Post, U.S. Army Garrison - Yongsan.
2. You may schedule an appointment to see an attorney by calling DSN 738-8111 or COM 02-7918-8111, or you can stop by our office.
3. Please be prompt for your appointment. If you are delayed or cannot make your appointment, please call us as soon as possible to cancel, reschedule, or let us know how late you will be.
4. An attorney must interview you before preparing your will or advance medical directive.
5. Please bring the following documents with you to your initial appointment:
 - a. A completed Estate Planning Worksheet (which can be obtained in person at our office or online at <http://8tharmy.korea.army.mil/sja/clientlegalsvc/Index.htm>).
 - b. A **copy** of your current will, if possible (for reference purposes only). Please avoid bringing any existing, original will, and do not mark on it in any case, because doing so could invalidate it.
 - c. A list of any questions you may have for the attorney (see Appendix B for Frequently Asked Questions).
 - d. Your military identification card.
6. During your appointment, your attorney will review your Estate Planning Worksheet with you and answer any questions that you may have. After your appointment, your attorney will prepare your estate planning documents and let you know when they are ready for your review.
7. The final step in making your documents legally valid is the “execution” of the documents. Execution consists of a final review of the documents, the administration of oaths, the actual signing of the documents, the witnessing of such signatures, and a final briefing, all of which can be time consuming. When scheduling the execution of your documents please plan on spending about an hour to complete the process.

Yongsan Client Legal Services Division, Office of the Staff Judge Advocate, Eighth US Army
Bldg 4106, room 229 (ACS building). Please call 738-8111 for an appointment.
Office hours: M, Tu, W, F 0900-1600 and Th 1300-1600

<http://8tharmy.korea.army.mil/sja/clientlegalsvc/Index.htm>

WILL QUESTIONNAIRE

1.) PERSONAL INFORMATION:

- a.) Name (first, middle, last): _____
- b.) Social Security Number (optional): _____
- c.) Are you a U.S. citizen? _____ yes _____ no
- d.) Is your spouse a U.S. citizen? _____ yes _____ no
- e.) State of legal residence: _____
- f.) Current address: _____

- g.) Home telephone: _____ Work telephone: _____

2.) MARITAL STATUS:

- _____ Married once, and my spouse is alive.
- _____ Presently married, and had a prior marriage (previous spouse is deceased or divorced).
- _____ Widow/ widower
- _____ Divorced, not presently married.
- _____ Single, never married.

If married, what is your current spouse's name: _____

NOTE: If both you and your spouse will be seeing the same attorney for your wills, please read and complete Appendix A.

3.) CHILDREN:

- a.) How many children do you have (including adopted & stepchildren)? _____
- b.) If you have adopted children or stepchildren, do you wish to treat them as natural children? _____
yes _____ no
- c.) Is any child a minor? _____
- d.) Please list your children's names, ages, and whether they are your biological, adopted, or stepchildren:

4.) **VALUE OF ESTATE:**

To determine what type of will is appropriate for you, you need to provide a rough estimate of the value of your estate. For this purpose, include the value of all of the property you own in your name, and if married, the value of your spouse's property. If any of your property secures a debt (for example, a mortgage on your home), include your equity in the property. Also include the value of your life insurance policies (SGLI, VGLI, etc.). Note that life insurance ordinarily does **not** pass according to your will; it will go to the beneficiaries you designated on the insurance forms. However, the value of the insurance is typically included in determining whether estate taxes will apply in your case.

Approximate values of your estate (not including life insurance): \$ _____

Approximate value of your spouse's estate (not including life insurance): \$ _____

Value of life insurance (self and spouse): \$ _____

Total value of both your and your spouse's estate including life insurance: *\$ _____

**If the value of your estate is valued at over \$2 million for 2006-2008, and \$3.5 million in 2009, please consider consulting a civilian attorney about your will. Estates over this threshold will be subject to estate taxes and you will need estate planning advice to prepare your will properly.*

5.) **FAMILY FARM / FAMILY-OWNED BUSINESS:**

Do you have a farm or family-owned business? _____ yes _____ no

6.) **REAL ESTATE:**

a.) Do you own real estate? _____ yes _____ no

b.) If yes, address: _____

c.) If yes, how do you wish to give your real estate?

_____ All to my spouse.

_____ Different properties to different beneficiaries (below, please list each person, their relationship to you, and which piece of property they are to receive):

_____ To pass with the rest of my estate.

_____ My home to my spouse and the rest of my real estate to pass with the rest of my estate.

_____ My home to my spouse for as long as my spouse lives there and then my home and the rest of my real estate to pass with the rest of my estate.

d.) If the primary beneficiary were to predecease you, would you like your real estate to be given to a secondary beneficiary rather than passing with your residuary estate? _____ yes _____ no

e.) If yes, who? (Please list their name and relationship to you): _____

7.) PERSONAL EFFECTS AND TANGIBLE PERSONAL PROPERTY:

How do you wish to give your personal property?

_____ All to my spouse.

_____ Specific items are to go to specific individuals, with all items not listed passing to my spouse. (Please attach detailed list of items, beneficiaries, and relationship to you.)

_____ Specific items are to go to specific individuals, with all items not listed passing with the rest of my estate. (Please attach detailed list of items, beneficiaries, and relationship to you.)

_____ To pass with the rest of my estate.

_____ Some other scenario not provided here (please explain): _____

8.) SPECIFIC BEQUESTS:

You may elect to make specific gifts of cash, real estate, or personal property to specific people or charities in your will. However, these bequests will be distributed first and may deplete your estate. Also, specific bequests may complicate the probate of your estate if the property given cannot be found at your death. Therefore, if you make any specific bequests, you should only give property or amounts of cash that you are reasonably sure you will possess at the time of your death. If you make no specific bequests, all of your property will pass to your primary beneficiaries.

Note that you may leave a separate writing with your will, typically called a “letter of instruction,” in which you give specific directions to your Executor/trix about funeral and burial arrangements, notifications to family and friends, upbringing of your children, etc. While this instruction is not legally binding in most states, your Executor should try to comply with your desires.

Many states also allow you to make a “personal memorandum,” in which you can give specific items of personal property to named beneficiaries in a separate writing. While in most states memorandum gifts are not legally binding, your executor will give these gifts as much weight as state law allows.

a.) Do you wish to make any specific bequest in your will? _____ yes _____ no

b.) If yes, please list your specific bequest(s): _____

9.) **RESIDUARY ESTATE:**

The residuary estate is whatever property remains in your estate after debts and expenses of administration have been paid, and any specific bequests have been paid. Because many people do not make specific bequests, "residuary estate" usually describes all the property that you will leave to your beneficiaries.

a.) To whom do you want to leave your residuary estate?

_____ All to my spouse if he/she survives me, and if not, then to my children and issue.

_____ A minimum bequest to my spouse, disinheriting him/her to the fullest extent of the law, with the remainder going to some other person(s).

_____ All to one specific beneficiary other than my spouse.

_____ To more than one beneficiary.

b.) If you have more than one beneficiary, are they:

_____ Specific people who are to share equally.

_____ A group of people described as a class (e.g., "my brothers and sisters") who are to share equally.

_____ Some other unequal division between the beneficiaries (e.g., 50% to one beneficiary and 25% each to two others).

_____ Some other arrangement (please explain): _____

c.) If any of your beneficiaries is a minor, at what age do you want them to receive their gift?

_____ 18

_____ 21

_____ Some other age (please indicate the age): _____ (NOTE: Selecting an age greater than 21 will likely require the creation of a trust, which will cause your estate to incur additional expenses for the administration of the trust. These expenses would therefore diminish the amount available for your beneficiaries.)

10.) **EXECUTOR:**

The executor (or in some states, “personal representative”) is the person who makes sure your estate is settled upon your death. This ordinarily involves going through probate, which is a court-administered procedure for settling an estate. Probate involves petitioning a court for letters of appointment, settling creditor claims, finding and distributing assets, and filing any necessary tax returns. Any adult may serve as your executor, although many states have a preference for or require an executor who is a legal resident of the state where probate is conducted. Therefore, if possible, you should select family members or responsible friends who are residents of the same state you claim as your legal residence or the state where you own real estate. If your primary beneficiary could qualify as your executor, you should consider appointing him or her as your first choice. This is more convenient and will avoid putting a third party between your beneficiary and the gift.

Whom do you wish to have named as your executor? (Please list name and relationship):

1st choice: _____

2nd choice (optional): _____

3rd choice (optional): _____

If you named more than one executor, do you want them to operate as:

_____ Co-executors, or*

_____ An executor and successor executor**

*This option is not usually recommended because conflicts can arise between the executors that will complicate the administration of your estate.

**The successor will act only if your first choice is unable to act as your executor.

11.) **GUARDIAN:**

If your children are minors at the time of your death and if the other natural parent of the children is not alive or for any reason cannot act as guardian, the court will normally appoint the person(s) you name below to act as legal guardian(s) of the children. The individual(s) named below will have physical control and custody of the children until they reach age 18.

If you are divorced, keep in mind the court will ordinarily appoint your former spouse to be the guardian (as the children's other natural parent), notwithstanding your direction here. You should still select a guardian, however, in case your former spouse predeceases you or for any reason cannot act as the children's guardian.

Do you wish to appoint:

_____ One guardian for any child when I die.

_____ One guardian and a successor guardian.

_____ Two co-guardians

_____ No guardian is to be appointed under this will.

If you wish to appoint a guardian or guardians, whom do you wish to have named? (Please list name and relationship):

1st choice: _____

2nd choice (optional): _____

3rd choice (optional): _____

12.) **TRUSTS (OPTIONAL):**

Instead of giving your estate directly to a beneficiary, you may elect to give your estate to a person designated as a trustee, to hold IN TRUST, for the benefit of your beneficiary/ies until he/she/they reach(es) the age you designate. The trustee will manage the trust under court supervision. Although the trustee's primary purpose is to safeguard the inheritance, the money can also be used for any beneficiary's health, education, welfare, or maintenance, at the trustee's discretion. Also, you may create a trust that "pools" your estate. Through pooling, your estate and insurance proceeds remain in a single trust until **all** the beneficiaries reach the age you choose. The trustee may provide funds from the trust to each beneficiary as each has a need. Thus, not all beneficiaries will receive equal amounts from the trust. Such an arrangement is useful where some beneficiaries will likely need more financial assistance over a longer period of time than other beneficiaries will. A trust is also advantageous where there is a need to protect the assets of your estate from third parties who may have claims to the assets of one of your beneficiaries.

For many people, a trust is unnecessary because, under the Uniform Gifts to Minors Act (UGMA) language that we include in your will, gifts to beneficiaries under the age of 18 (or, if you prefer, under the age of 21) will be controlled by your executor/trix initially, and guardian after probate, without establishing a trust. The executor/trix and/or guardian can still use the child's inheritance for the benefit of the child, and this arrangement is ordinarily less complicated and less expensive than establishing a trust. Therefore, unless you have children from a prior marriage, handicapped children, or a very large estate, a trust is generally not necessary to manage a child's inheritance.

One disadvantage, however, to the UGMA is it does not allow "pooling" of your estate. Put simply, under the UGMA your estate will be divided in as many equal shares as there are minor beneficiaries designated; each beneficiary will receive the remainder of his or her share as they turn 18 or 21, at your option. In a nutshell, a trust may be more appropriate if you want the trustee/guardian authority to spend more money on one child than another (e.g., a disabled child).

a.) Do you want a trust? _____ yes _____ no (If "no," skip to Item 13.)

If yes, would this be:

_____ one trust for the benefit of all beneficiaries.

_____ individual trusts for each of the beneficiaries.

b.) At what age would you like the trust(s) to terminate?
_____ 18 _____ 21 _____ other (please designate the age): _____

c.) Whom do you wish to have named as Trustee? (Please list name and relationship):

1st choice: _____

2nd choice (optional): _____

3rd choice (optional): _____

d.) Do you want the trustee to have the power to dissolve the trust if it becomes uneconomical to maintain it? _____ yes _____ no

e.) Do you want the trustee to exercise this power only if the trust is below a specific amount? _____
yes _____ no

If so, what amount? \$_____

13.) **DISINHERITING SOMEONE:**

a.) Do you wish to disinherit someone other than your spouse? _____ yes _____ no

If so, whom (please provide the name and relationship to you.)? _____

b.) Do you wish to disinherit anyone who contests your will? _____ yes _____ no

c.) If you wish to disinherit your spouse, do you want your executor to have the authority to distribute your property, outright or in trust, to minimize any right of election your spouse might have under the laws of any jurisdiction? _____ yes _____ no

14.) **DISTRIBUTION OF ESTATE TO CHILDREN:**

a.) With regard to minors who may inherit under your will, do you want their gifts to be:

_____ Paid at the election of the executor (the executor may pay the child some or all of the gift, at various times, as the executor sees fit, even though the child is a minor).

_____ Held in trust until the child is no longer a minor.

b.) Hypothetically speaking, if you were to have stepchildren or adopted children, would you want to:

_____ Expressly include them in your will (treat them the same as natural children).

_____ Expressly exclude them from your will.

_____ Have the will remain silent as to stepchildren and adopted children.

c.) Is any child of yours in fact a stepchild or adopted child? _____ yes _____ no

15.) **MILITARY STATUS:**

I am: _____ Active duty military.

_____ Retired from the military.

- _____ Married to someone on active duty.
- _____ Married to a military retiree.
- _____ A dependent of someone on active duty
- _____ A dependent of a military retiree
- _____ Other (please specify): _____

If you are on active duty or are the spouse or dependent of an active duty military member, where are you, your spouse, or your sponsor stationed? _____

16.) **PRIMARY BENEFICIARIES:**

a.) Whom do you want to receive all (or the majority) of your estate?

- _____ My spouse, if he/she survives me, and if not, then my children.
- _____ Disinherit spouse (to the fullest extent permitted by law).
- _____ My children.
- _____ My parents in equal shares, or if not, then my siblings in equal shares (please provide names and relationships):

_____ To the following beneficiaries (list name, relationship, and percentage of estate to each of the beneficiaries):

b.) If any of the above beneficiaries predecease you and leave descendants (issue), do you want the share of the deceased beneficiary to pass to their issue, or to pass only to the beneficiaries you have indicated above? (For example, if one of your child predeceases you and leaves children, do you want the share of your deceased child to pass to their children (your grandchildren) or to go only to your surviving children?)

- _____ To the children of any deceased beneficiary.
- _____ Only to the beneficiaries listed above.

17.) **SECONDARY BENEFICIARIES:**

If all of the primary beneficiaries you designated in Item 18 predecease you or die within 30 days of you, to whom do you wish to leave your estate (please provide name, relationship, and percentage of inheritance or list of which item(s) are to go to which individuals)?

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013, F110 AFJAA, and EO 9397

PURPOSE: Used by attorney and client within attorney-client relationship to assist in providing a will and other related legal documents.

ROUTINE USES: Information will be used to aid attorneys and paralegals in drafting wills, living wills, and durable health care powers of attorney. Disclosure is voluntary, but if you do not provide the requested information, this office will be unable to prepare a will or other related documents for you.

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RELATED DOCUMENT QUESTIONNAIRE

1.) LIVING WILLS:

A living will is not part of your will at all! But this is a good time to consider whether you want a living will, which is more accurately called an advance medical directive or declaration. This document states that in the event you have a terminal, incurable medical condition and your life is only being prolonged by means of artificially provided life support, and if you cannot communicate your desires at that point, the living will “speaks for you” so your doctors know and can act upon, your desires regarding the termination of life support.

The conditions that trigger the living will, and the extent of the medical care to be withdrawn, vary from state to state. Therefore, you should carefully review the language of the living will for the state you have chosen and decide if it truly reflects your choice for discontinuing life support. Once executed, the document is effective until it is revoked, which you may do at any time by physically destroying the document, or in an emergency, by verbally revoking it before witnesses who can testify that you did in fact revoke it.

The living will is ordinarily drafted in accordance with the laws of the state where you are currently living, because the laws of the state where you are hospitalized control the effectiveness of the living will.

a.) Do you want a living will? _____ yes _____ no

b.) Which state’s laws do you want to govern your living will? _____

2.) SPECIAL POWER OF ATTORNEY FOR MEDICAL CARE:

Another important health care document is the special power of attorney for medical care. You may execute this document in addition to, or in lieu of the living will.

This document appoints someone to make medical care decisions for you in the event that you cannot make your own medical decisions. It applies to more situations than the living will, which addresses only the issue of continued life support if you have a terminal condition. The power of attorney for medical care gives the person you designate as your agent the authority to make a wide range of medical decisions on your behalf. It also gives your agent access to your medical information and authority to fully participate with your treating physicians in deciding the care to be provided to you. Obviously, the person you designate to be your agent should be someone you trust with life and death decisions. Like the living will, the power of attorney is usually drafted in accordance with the laws of the state where you are residing.

a.) Do you want a Medical Power of Attorney? _____ yes _____ no

b.) Do you want your spouse to act as your agent? _____ yes _____ no

Unless you have selected your spouse to act as your agent **and** your spouse has the same address you do, please provide the name, address, phone number, and relationship of your first choice of agent:

c.) If you have a second choice, do you want

_____ both agents to have the authority to act separately.

_____ to require both agents to act jointly unless one is incapacitated.

_____ the second agent to be as a successor, acting only if the first choice is incapacitated.

Please provide the name, address, phone number, and relationship of your second choice of agent:

d.) Do you wish to specify that you desire to donate your body organs for transplant upon death?

_____ yes _____ no

If yes, are you also willing to donate organs and tissue for medical, educational, or scientific purposes?

_____ yes _____ no

e.) Do you wish to specify that, if possible and if it does not place an undue burden upon your family, that you prefer to die at home rather than in a hospital? _____ yes _____ no

If you currently live in a state other than the one in which you are a legal resident, you may want your living will to be drafted in accordance with the laws of the state where you actually live and not your state of legal residence, because it is more likely to be used where you currently live.

f.) Do you wish to have the living will governed by the laws of the state where you currently live?

_____ yes _____ no We will ask you more about this below.

3.) **SPRINGING DURABLE GENERAL POWER OF ATTORNEY:**

Your will enables you to dispose of your property as you wish after your death. While you are living, you have the right to decide what happens to that property so long as you are of sound mind. But if you ever become incapacitated, whether through illness or accident, and are unable to handle your own affairs, a court order may revoke your right to manage your own money and appoint a guardian or conservator. To protect yourself from this eventuality, you can appoint an agent for yourself through a power of attorney.

A power of attorney is simply a written authorization for someone to act on your behalf, for whatever purpose you designate in writing. Ordinarily, a power of attorney expires if you become mentally disabled – the time when you need help the most. A **springing, durable** power of attorney can take effect when you **become** unable to manage your own personal and financial affairs and will last as long as you are alive or until you revoke it. As long as you are mentally competent, you can revoke a durable power of attorney whenever you like simply by destroying the document.

If you choose to have a springing durable general power of attorney, remember to name someone who you trust as your attorney-in-fact. Your attorney-in-fact will have great authority over your affairs. Not only can they keep your affairs in order, but they have the potential to abuse this document at your expense and his or her gain.

a.) Would you like a springing durable general power of attorney? _____ yes _____ no

b.) Do you want your spouse to act as your agent? _____ yes _____ no

Unless you have selected your spouse to act as your agent **and** your spouse has the same address you do, please provide the name, address and relationship of your first choice of agent:

c.) If you have a second choice, do you want:

_____ both agents to have the authority to act separately.

_____ to require both agents to act jointly unless one is incapacitated.

_____ the second agent to be as a successor, acting only if the first choice is incapacitated.

Please provide the name, address, and relationship of your second choice of agent:

d.) If you selected your spouse to act as your agent, at what telephone number can her or she be reached?

4.) **FUNERAL ARRANGEMENTS:**

You may have a strong desire regarding funeral arrangement (for example, burial or cremation). As a practical matter, your funeral arrangements are likely to have been carried out already by the time your will is read. Finding out after the fact that the arrangements were contrary to your will may cause some dismay for your survivors. Therefore, it is recommended that you communicate your desires to your next of kin at your earliest opportunity. If you wish, however, your preference may also be recorded in the will.

You may express your desires regarding the disposition of your remains (e.g. cremation, military honors, or burial at a certain location or gravesite). However, if you elect to state your desires in your will, do not rely on your will alone to communicate those desires, as wills may not be read prior to the funeral! You should tell the appropriate family members of your desires NOW!

_____ I do not wish to express my desires concerning my remains in my will and leave this decision to those who survive me. (Go to Item 24.)

At the time of death, I prefer:

_____ To be cremated.

_____ To have my body given for medical or scientific purposes.

_____ To be buried at a specified gravesite or location. (Please specify location): _____

_____ To be buried at sea.

_____ To be buried with full military honors. (You may select this option in addition to one of the above.)

_____ Other: _____

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APPENDIX A – Dual Representation Authorization

To Whom It May Concern:

You and your spouse have indicated that you both wish to meet together with the same attorney to discuss your will and ancillary documents. Due to the potential for conflicts of interest, it is the policy of this office to raise this issue with you and require your informed consent to proceed. Therefore, your signature below will confirm the following:

(1) You have requested that the same legal assistance attorney represent each of you and advise you both on certain estate planning matters.

(2) It is contemplated that the matters to which this representation will extend will include the following:

- Analysis of the assets owned by each of you at the time of your marriage, including consideration of the fair market value of such property and the nature in which title was then held;
- Analysis of all property now owned by each of you, including consideration of its fair market value, the manner in which title to such property is now held, and a categorization of such property as separate, community, or quasi-community property;
- Discussions about the manner in which you wish to dispose of any property over which you may have any power of disposition at the time of your death; and
- Preparation of the documents necessary to accomplish the desired disposition, including the drafting of wills, trusts, property agreements, and other documents as may be required.

(3) You are aware that, during the course of the estate planning work, disagreements may arise between you and your spouse with respect to the ownership of your property (separate, community, or quasi-community property) and its desired disposition during your lifetimes and at your deaths. Differences of opinion on the disposition of the property, under ethical rules, do not prevent the same attorney from continuing to represent both of you. However, during the course of the estate planning, conflicts of interest between you and your spouse may also arise, such as issues regarding the ownership of certain property.

(4) Ordinarily, under such circumstances, one attorney cannot represent both of you. It may be better for each of you, under such circumstances, to have separate, independent counsel to avoid the possibility that my advice to one of you is influenced by my representation of the other. Nevertheless, you have requested, with a full understanding of your right to, and the advantages of, independent counsel, that you both be represented by the same legal assistance attorney in all of the above matters.

(5) Although they rarely occur, if a conflict of interest does arise between the two of you of such a nature that I believe it impossible, in my judgment, for me to perform any obligations to either of you in accordance with this letter, I will withdraw from all further representation of either of you in this matter at that time and advise both of you to obtain independent counsel.

(6) You have each agreed that there will be complete and free disclosure and exchange of all information I receive from either or both of you in the course of my representation of you, and that such information shall not be confidential between you irrespective of whether I obtain such information in conferences with both of you or in private conferences with only one of you, including any conferences that may have taken place before the date of this letter.

Sincerely,

Doug Choi
Major, US Army
Chief, Client Legal Services Division

We, (please print your names) _____
and _____, have read the foregoing
letter, understand the same, consent to the disclosure and exchange of all information received by
_____, our legal assistance attorney
from either one of us, with the other one of us, and consent to our legal assistance attorney
representing each and both of us in the aforementioned estate planning services.

APPROVED THE _____ day of _____, in the year _____

Client

Client

APPENDIX B – Frequently Asked Questions

- 1) **What is a will?** A will is a legally effective declaration of a person's wishes as to the disposition of his/her property upon his/her death. It must be executed with the formalities required by statute. The provisions of a will do not take effect until after the death of the maker. A will never disposes of the proceeds of insurance policies with named beneficiaries, nor does it dispose of some items of property which are held under various forms of special ownership, such as joint tenancy with a right of survivorship, or tenancy by entirety. In a will, you will designate an executor/trix, and if minor children are involved, a guardian (see definitions below). It is important that you contact the prospective executor/trix and guardian prior to the preparation and execution of the will to ensure that he/she/they is/are willing to accept the position.
- 2) **What does it mean to execute a will?** To validate a will by correctly signing it and having it witnessed.
- 3) **Who is the testator/trix?** You, the person making the will. A Testator is male; a Testatrix is female.
- 4) **Who is the executor/trix?** The person named in a will to carry out the wishes expressed in the will. An Executor is male; an Executrix is female. Upon the death of a maker of a will, the Executor/trix must take the will to the proper court for probate. Once the court accepts the will as valid, the court officially appoints the person as Executor/trix. An Executor/trix may be entitled to compensation for his/her services. Individuals serving in this capacity serve subject to court approval. While most courts follow the desires of the Testator/trix in his/her will, they are not bound to do so. A bond may be required of an Executor/trix. In some states the term "Personal Representative" means the same thing as Executor/trix.
- 5) **Who is the beneficiary?** Anyone to whom the maker of a will (testator/trix) leaves a portion of his/her property.
- 6) **Who is a guardian?** One who is responsible for caring for the person and/or property of a minor child. Individuals serving in this capacity serve subject to court approval. While most courts follow the desires of the Testator/trix in his/her will, they are not bound to do so. Courts can require guardians to post a bond.
- 7) **What is a bond?** Money put up by a guardian or executor to insure against loss occasioned by their negligence or theft.
- 8) **What is an estate?** All property, real and personal, in which a person has an interest, such as money, savings accounts, stocks, house, furniture, insurance policies, etc.
- 9) **What is personal and tangible property?** Property which is moveable.
- 10) **What is real property?** Property that has a fixed location, such as land or a house.

11) **What does residuary estate mean?** Residuary is a derivative of the word “residue.” It means what is left over. Your residuary estate is the portion of your estate that is left over when everything else is disposed of.

12) **What is probate?** A court proceeding where the Executor/trix seeks to establish a will as genuine, settle all the debts of an estate, and distribute the property in the estate to the heirs according to the wishes of the will maker as expressed in the will.

13) **What is a probate estate?** The portion of an estate that requires court supervised administration to effect transfer of title. It does not include property transferred at the time of a person’s death by other means, such as property held as joint tenants with right of survivorship, or life insurance paid to a designated beneficiary. For tax purposes, all property which the decedent owned or in which he/she had an interest, may be included in the taxable estate, although some of it is not within the probate estate.

14) **What does bequeath mean in a will?** To give personal property by will.

15) **What is domicile?** A person’s permanent home. The place to which, whenever he/she is absent, he/she has the intention of returning. You can have more than one residence, but you can only have one domicile. Your intent, voting, paying taxes, registering automobiles, obtaining a driver’s license, and location of assets are factors considered in determining domicile. For military members, your domicile is often your legal residence (e.g., your home of record), not the place you are currently living.